



## Calendar Cheat Sheet

Manage your time with integrated online calendars designed for teams.  
Keep track of important events, share your schedule, and create multiple calendars.

1 Click **CREATE** to schedule a new event and enter event details.

The screenshot shows the 'CREATE' event form in Google Calendar. Annotations include:

- Enter event details:** Points to the date, time, and duration fields (1/7/2015, 12:00pm to 1:00pm).
- Add a Hangouts video call:** Points to the 'Video call' checkbox and the 'Add video call' link.
- Add or delete event notifications:** Points to the 'Notifications' section, which includes 'Email' and 'Pop-up' notification options with duration settings (10 minutes).
- Invite guests:** Points to the 'Add: Guests | Rooms, etc.' section, which includes a field to 'Enter email addresses' and an 'Add' button.

2 Click any event on your calendar to join a video call or edit events and invites.

The screenshot shows the event details view for a selected event. Annotations include:

- Join a video call:** Points to the 'Video call' link and the green video camera icon.
- Respond to invites:** Points to the 'Going? Yes - Maybe - No | Delete' section.
- Edit event details:** Points to the 'Edit event »' link.

3 Add and customize calendars.

- 1 **Create a new calendar**  
Make more calendars, such as a team calendar or a calendar to track project deadlines.
- 2 **Add a coworker's calendar**  
Then select any added calendar to view it.
- 3 **Change Calendar settings**  
Change default notifications, share calendars, set working hours, and more

The screenshot shows the Google Calendar interface with annotations:

- 1 Create new calendar:** Points to the 'CREATE' button in the top left.
- 2 Other calendars:** Points to the 'Other calendars' section in the left sidebar, which includes a search bar and a list of calendars (e.g., Alice Abernathy).
- 3 Settings:** Points to the 'Settings' link in the top right corner of the calendar view.